

WSCA 2nd VP Deadlines

Monthly

Prepare newsletter articles. The newsletters are prepared every month except December, February and July. Important topics/months include the following:

January – pre convention highlights including the Graduate Open House, Graduate Workshop, and USRC

March – post convention wrap up; announce award winners

August – encourage faculty to make USRC as a Fall semester/quarter syllabus requirement/recommendation

November – remind people of USRC deadline

December – encourage departments with graduate programs to register for Graduate Open House

September

USRC

Begin collecting reviewers, chairs, respondents

Advertise on CRTNET

Coordinate with other undergrad conferences to reach a broad number of faculty and undergraduates inviting them to submit work.

Contact local universities in the conference area to encourage them to submit papers.

October

USRC

Continue collecting reviewers

Graduate Workshop

Secure participants

Submit workshop description and participants to Vice President/Program Planner to put in conference program

Graduate Open House

Advertise on CRTNET

Write letters and mail them to graduate coordinators/department chairs, and previous Open House participants inviting them to register. The letters can also mention the Workshop and USRC. The ED has several grad program addresses; you can also use department members, or check the Internet for graduate programs in the west.

November

General

Prepare 2nd VP report and email to ED prior to NCA
Attend and present 2nd VP report at WSCA Executive Council meeting at
NCA

December

USRC

Distribute papers to reviewers
Collect reviews (Dec 31/Jan 1 deadline)

January

USRC

Notify students of acceptance/rejection (no later than Jan 15)
Organize panels
Notify department chairs for students accepted
Check with ED re: sponsorship
Finalize and print program
Confirm food and beverage with ED
Confirm/remind chairs and respondents
Distribute papers for respondents

Graduate Workshop

Confirm/remind participants
Prepare flier to hand out at USRC

Graduate Open House

Prepare flier to hand out at USRC

February

General

Prepare 2nd VP report and email to ED
Attend WSCA Executive Council meeting (Fri 2-10 and Tues 9-11)
Meet with new 2nd VP, offer advice, tips, train, etc.

USRC

Run conference

Graduate Workshop

Attend

Graduate Open House
Attend

March

Even though your duties are concluded, prepare and submit post convention highlights to newsletter editor.

Written by Heather Hundley April 2008
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